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MONTANA ADVANCED PLACEMENT (AP) EXAM FEE WAIVER

Montana waives the entire AP Exam fee for low-income students. AP Coordinators must complete two important tasks for their schools to be appropriately credited for available fee reductions:

Step 1: Fill in the Fee Reduction Oval on Answer Sheets.

AP Coordinators must indicate which students are eligible for fee reductions by filling in the appropriate oval on the student's registration answer sheet.

In the "School Use Only" section on the test's answer sheet, there are two fee reduction ovals. Only one oval should be filled in for each student eligible for funding. **See page 83 of the 2009 AP Coordinator's Manual for more information.**

Step 2: Generate and Return Invoice to the AP Program and a copy to the state OPI.

All schools must generate an invoice online and mail the completed invoice to the AP Program by June 15, 2009. Use the envelope provided with your exam shipment. Failure to submit the report will result in late fees, inaccurate crediting of federal and state fee reductions to the school's account and, potentially, the inability to order AP Exams next year. Schools must also submit "the State copy" of the invoice to the state OPI office.

College Board does not launch the online invoice generator until the first day of the AP Exam administration, which is Monday, May 4th. AP Coordinators will be able to log in to the AP Ordering website after all exams are administered. The AP Ordering Website will generate invoices and indicate which exams qualified for the fee reductions.

Definition of a low-income student: A low-income student is defined as one eligible for free or reduced-price lunch; or eligible under Section 1124 of ESEA; or eligible to receive medical assistance under the Medicaid program of Title XIX of the Social Security Act; or from a low-income family receiving assistance under Part A of Title IV of the Social Security Act.

The district must keep on file documentation of the low-income status for these students.